

Enrollment and Fees Policy

1. Introduction

IQRA College is committed to providing high quality education to all students enrolled at the School, while maintaining Islamic Values. This policy will provide key information regarding the enrollment process and the fee structure of the School.

2. Scope

This policy applies to all IQRA College staff and Legal guardians ("Parents") of students seeking enrollment for their child/ren at IQRA College.

3. Enrollment Process

Enrollments are considered when the completed application form and supporting documentation are received. The School will undertake assessment of the application according to its enrollment process and may offer an enrollment seat upon approval by the sub school coordinator, or if the enrollment list is already full for that year level, place the application on the School's year level waiting list.

** The Principal has an overriding discretion to accept, reject or cancel enrollments or vary the requirements of enrollments, fees or refunds.*

3.1 Expression of Interest

Parents interested in enrolling their child/ren at the School must complete the expression of interest form – please visit the school's website to access the relevant form. Applications will be considered subject to available space and assessed according to the following principles (in no particular order):

- Number of students enrolling, siblings, and their respective year levels
- Residential status of the student/s
- Transport arrangements
- Consistency of attendance in previous school/s (if applicable), behaviour and academic performance
- Capacity of learning, social and emotional needs of the student/s

3.2 Eligibility for an Enrollment Offer

Before an enrollment offer is made, each application will undertake the following enrollment process:

3.2.1 Relationship with IQRA College

Consideration and priority of offers are provided to siblings (brother and/or a sister at IQRA College) and prospective students of IQRA Employees.

3.2.2 Date of Application

Applications will be assessed in order of the date of lodgment of the Expression of Interest form and the completion of all relevant paperwork. Submission of a completed application form does not guarantee an interview or a place at the School.

3.2.3 Documentation

If the student was identified to have a school history in Australia, the school will request the following required documentation within specified timeframes, including but not limited to, school reports, test results, behavioural file, and other requested information which the school requires from parents in good faith to make an informed decision.

Failure to disclose a known educational need at any point throughout the application process may have a significant implication for the ongoing support of a student seeking enrollment and may lead to cancellation of the application at the Principal's sole discretion.

3.2.4 Interview Process and Post Interview Assessment

The sub school coordinator may request an interview with the family and the prospective student/s before approval.

The school will review the outcomes from the interview process and a post interview assessment will be requested for each successful individual application.

Successful applicants will undertake an assessment with the coordinator responsible for their year level and will be invited for a school tour. Prospective student/s will be required to join at least 2 to 3

lessons of their year level and participate in class activities. Informed decisions will be made based on their performance in the assessment and their participation in class activities.

An enrollment form will be sent out to successful applicants and an enrollment deposit will need to be paid. Uniforms and stationery will need to be organised at this stage.

Please note that the principal has the right to bypass or add additional steps in the enrollment process where the principal sees fit.

4. Enrollment Window

The time frames listed below identifies the times prospective students may start their enrollment in the school.

- Reception: by the end of Term 1 Week 5.
- Primary School: Term 1 Week 5 and Term 3 Week 1
- High School: We are not accepting any enrollments for high school. Please refer to section 6 – High School Enrollment Exemption.

Once students have commenced at IQRA College, ongoing enrollment is contingent upon:

- both the student and their parents demonstrating support for the School's values and policies and procedures; and
- the maintenance of diligent application by the student in all aspects of the academic and general educational programs.

5. High School Enrollment Exemption

The School is no longer accepting enrollments for high school students; however, certain exemptions apply. To find out more about whether a student may be exempted and to understand the steps of the enrollment exemption process, please email the school admin or call the front office. To apply for an exemption, the School may request the following:

- Term reports, justification, and reason for exemption alongside any supporting documents to help the student's case as to why the student deserves to be exempted from the no high school enrollments process;
- The reports will be assessed by the sub school coordinators;
- The sub school coordinator may request an interview with the family before approval.

An outcome will be decided by the sub school coordinator, and will be communicated within a reasonable time to the Parents.

6. Tuition Fees

Current fees for domestic and international students are available on the school's website.

Invoices for student fees for domestic and international students are billed annually at the beginning of the academic year; Subsequent enrollments are billed once the enrollment is approved. All student fees must be paid in full on or before the due date indicated in the invoice. IQRA College expects parents to either pay for the full year in advance or enter into a negotiated payment plan.

Parents can make payments via: Cash, Bank transfer, EFTPOS in person or over the phone and automatic direct debits set up by school.

7. Payment Plan

- Payment plans are of two types namely; school managed or self-managed.
- Parents have the option to pay either weekly, fortnightly or monthly basis.
- All fees need to be settled in full by September.
- To enter into a payment plan, parents are required to fill in a payment plan form.
- Please note payment arrangements are not carried over from year to year and each family will be required to complete the Payment plan form annually.

8. Available Discounts

Discounts must be applied for every year – At the end of the year, all current students will be sent a re-enrollment form to complete and submit before the beginning of term 1 in the following year.

Aside from the re-enrollment form, parents will be reminded to apply for discounts, where applicable. Applications for discounts and relevant documents must be submitted before the end of the second week of term 1 of the School year – otherwise, parents will be required to pay full fees for their child/ren.

New students/enrollments will be given the opportunity to apply for discounts upon the submission of the enrollment form for the new student. An extension may be provided at the discretion of the accountant and the finance manager, for the application of discounts.

All currently available scholarship options are available on the school's website.

9. Withdrawal / Termination

Parents must provide at-least 2 weeks' written notice before withdrawing their child/ren from the School. Parents withdrawing their child/ren from the school on any day within the first 5 weeks of the term will be required to pay fees for half the term – Any subsequent termination of enrollment will be charged for the full term.

Failure to meet payment deadlines will result in the initiation of debt recovery meetings due to fee non-payment or overdue amounts. IQRA College reserves the right to take appropriate action, which may include initiating legal remedies to recover outstanding fees.